



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **LAND ACQUISITION DEPARTMENT TERMS OF REFERENCE**

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# Islamic Republic Of Afghanistan Kabul Municipality



## 1. Department Purpose:

The Land Acquisition department has the following mandate:

- Implementing land acquisition plans in Kabul City.
- Acquire land for a community under the legally mandated procedures of eminent area.
- Utilize a comprehensive and strategic approach to the acquisition of lands by numerous means to accomplish its goals and objectives.
- Develop strategies for identifying the for future land use, both for open space and municipal use for the Kabul City.
- Determine how those lands can be acquired.

## 2. Department Objectives:

- Evaluate the land that are under the acquisition process.
- Conduct assessments of properties based on land use and type of construction.
- Develop and fill the Property Evaluation Forms and drawing the sketch of propertied under acquisition process.
- Encourage the continued development of Geographic Information Systems (GIS) as part day-to-day activities at the KM.
- Identify all types of lands that are critical to preserving the natural habitats, scenic vistas, clean water, and passive recreational areas that will allow future generations to remain in touch with and experience the beauty and wonder of the natural world that we now enjoy as residents of Kabul City.

## 3. Department Scope and Responsibilities:

- Consult with district level offices on their master plans for development.
- Public and private sector property acquisition.
- Control Property Evaluation Forms for their accuracy.
- If houses has been developed over the lands under acquisition process then those land will be measure as per workprogress of the housing plan.
- Record Land ownership information.
- Certify land property based on the details of the KM Master plan.
- Certify information of the land ownership.
- Accept confirmation report from other concerned authorities.
- Send Property Evaluation Forms for acquisition purposes to the concerning authority.
- Prepare legal notices for to Kabul Municipality meetings necessary to act on disposition of Kabul land.
- Implement long range planning for affordable housing to accommodate needs as the city grows.
- Perform all title searches; locate all existing documents pertaining to that title, including crown land disposition, legal survey, and other plans.

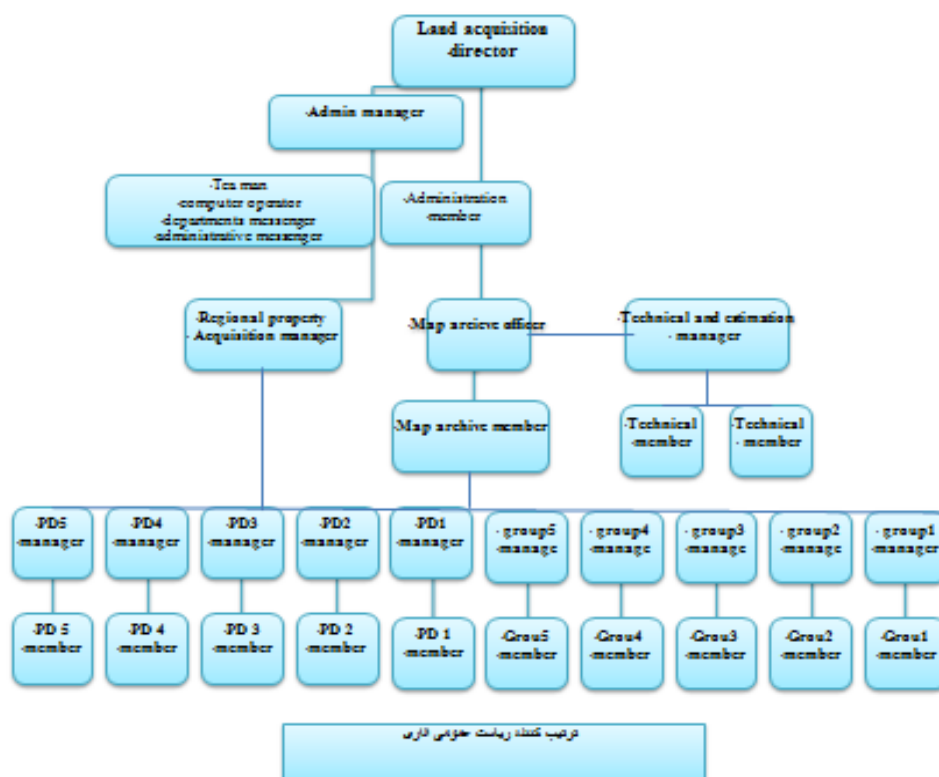


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- Review the sketches and/or initial plans showing the land to be acquired or the interests affected.
- Provide and review all data necessary for approval of legal title to land
- Prepare all necessary documentation in regard to release of access land
- Develop any land acquisition training and regulate outdoor advertisement
- Regulate junkyards
- Prepare, coordinate and monitor the annual land acquisition program in tracking the district progress towards accomplishing objectives;
- Produce monitoring reports;

### 4. Department *Tashkil*;



### 5. Reporting:

Prepares reports to the KM Mayor.

### 6. Liaison:



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Land and Property Department is in cooperation with the Urban Planning Department, Property Department, Street Department, 22 Districts offices, Publication, Policy and Coordination, and Construction Control Departments.

### **Annexes**

Job Descriptions